

# SchoolTool - Student Portal

## Quick Reference Guide

SchoolTool supported internet browsers are Internet Explorer, Chrome, Firefox and Safari.

**NOTE:** Do **NOT** use the Internet browser's back button while in SchoolTool as this will cause an error message to appear. There is also no double clicking in SchoolTool.

**Getting Started:** Go to your district's website to get the link to your SchoolTool website.

Logging in:

- Enter your **username** & **password** (this is provided to you by your district).

**LOGIN**

USERNAME

PASSWORD

**Login**


Once you are logged in you will see the **Home>My Home>Student** view by default with your name, contact information and schedule.

The screenshot shows the SchoolTool interface. At the top, there's a navigation bar with 'SCHOOLTOOL' and a menu icon. Below it, a sidebar contains 'Home', 'My Home', 'Discussions', 'Preferences', and 'Help'. The main content area is titled 'SCRIC Training' with a sub-header 'data as of 7/24/2019'. A yellow bar indicates 'MY HOME'. Below this, there's a profile card for 'Ken Hert' with contact info: '30 Crittenden Drive, Rochester, NY 12345, Home: (555) 425-3109'. A table below the profile lists current semester courses:

Course Name	Teacher	Period	Semester	Section	Room
Credit Recovery (00881)	Thomas	N/A	S1, S2	1	99
Youth Apprenticeship (01039)	Moore	N/A	S1, S2	1	N/A
Geometry (00204)	Pantaloo / Moody	1	S1, S2	1	101
Chemistry Lab (00476)	Parker	2	S1, S2	6	119
PE 11 12 (00032)	Dixon	2	S1, S2	7	SGYM

Below is a list of common icons you may see throughout the system:

	<b>View Student Record</b> – use this icon to view additional information, such as grades and assignments.
	<b>Email</b> – select this icon to send an email to the person. The email will come from your account email.
	<b>Print or Report</b>
	<b>Help</b> – when you click on this icon it will give you more information about the screen you are currently on.
	<b>Done</b> – this icon will return you to the previous screen.



Click on the **View Student Record**  icon next to your child to view additional information.

You will see your basic information in the top portion of the screen and a set of tabs across the bottom portion of the screen. The information and tabs available are set by your district. Below is an example of what it may look like.

Contacts
Schedule
Grades
Assignments

**STUDENT**

**Contacts**

<b>Amanda Anderson</b>  23 N Broad St Rochester, NY 12345	Mother Home: (555) 432-3618 Cell: (555) 426-9062 Unl Work: (555) 428-3098 x9631
Helen Anderson  Rochester, NY 12345	Father Home: (555) 443-0949 Work: (555) 427-2456

Click on each tab to view the information:

**Contacts (optional)** – any contacts associated with you, along with an email icon (see icon descriptions above) for each person that has an email on file.





**Schedule** – displays your schedule. Typically there are two view options: standard view or grid view.

**Grades** – shows all courses and grade information. From the **View** dropdown, you can choose which grades you want to display. The **Marking Period Grades**, **Progress Report Grades**, and **Final Grades** are only available upon completion. To view your current grades, choose **Marking Period Average**.

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View Marking Period Average for Q1

Course	Average	Categories									
American History, Section 4 Adams Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 8	None										
ASC 11, Section 4 Murphy Meets: Sem S1,S2 Days 1,3,5 Period(s) 9	None										
English 11, Section 2  Gonzalez  Martin Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 6B	None										
Gen Chemistry AM, Section 1  Moore Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 2	None										
Geometry - part 1, Section 1  Brown Meets: Sem S1,S2 Days 1,2,3,4,5,6 Period(s) 1	105.00	<table border="1" style="font-size: small;"> <thead> <tr> <th>Category</th> <th>Weight</th> <th>Average</th> </tr> </thead> <tbody> <tr> <td>Homework :</td> <td>40%</td> <td>0.00</td> </tr> <tr> <td>Tests :</td> <td>60%</td> <td>105.00</td> </tr> </tbody> </table>	Category	Weight	Average	Homework :	40%	0.00	Tests :	60%	105.00
Category	Weight	Average									
Homework :	40%	0.00									
Tests :	60%	105.00									

**Assignments** – displays any assignments the teacher has given view access to for the selected marking period. You can choose to view all courses or individual courses per marking period.

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School Year 2019-2020 Marking Period Q1 Courses Geometry - part 1 Avg: 105.00  

Course	Category	Assignment Name / Description	Date	Max	Score
Geometry - part 1 (Brown)	Homework	homework 8	9/5/2019	50	
Geometry - part 1 (Brown)	Tests	test 9	9/5/2019	100	100 (105) [E5]